



# DA Philip A. Connelly Awards Program



2009  
EVALUATOR'S  
HANDBOOK

## TABLE OF CONTENTS

<u>DESCRIPTION</u>	<u>Pg.</u>
Connelly Awards Program Summary	3
Program Crest	4
Competition Details	5-7
Biographical Sketch	8
Info Sheet – IFSEA and IFSEA Inbrief Notes	9-10
Administrative Notes	11-12
Terrorism Info	13-14
Glossary of Common Abbreviations/Acronyms	15-18
Military Ranks	19
SOP – Evaluation Process	20
Entrance/Exit Briefing	21
Evaluation Plan	22
Awards Announcements and After Evaluation Requirements	23
Expanded Checklist - Garrison	24-31
Required Publications for Garrison Dining Facilities	32
Evaluation Checklist – Garrison	33
Recap of Evaluation Scores – Garrison	34
Field Category Evaluation Criteria Guidelines	35
Expanded Checklist – Field	36-41
Required Publications for Field Kitchen Operations	42
Evaluation Checklist – Field	43
Recap of Evaluation Scores – Field	44
PAO Worksheet	45

## **THE FACTS**

### **PHILIP A. CONNELLY AWARDS PROGRAM FOR EXCELLENCE IN ARMY FOOD SERVICE**

<b>ESTABLISHED</b>	in March 1968 to recognize excellence in Army Food Service
<b>NAMED FOR</b>	the late Philip A. Connelly, former President of the International Food Service Executives Association (IFSEA), responsible for obtaining IFSEA's sponsorship.
<b>COSPONSORS</b>	<p>IFSEA and the Department of the Army</p> <p>IFSEA provides the awards; hosts awards recipients at annual conference; and provides civilian executives to chair committees in conduct of worldwide evaluation.</p> <p>Army administers program and awards ceremonies; provides military members on evaluation committees; and funds all program costs other than the Connelly trophies and IFSEA evaluator per diem.</p>
<b>CATEGORIES</b>	<p>Small Dining Facilities - Serves an average headcount of 300 or less per meal</p> <p>Large Dining Facilities - Serves an average headcount of 301 or more per meal</p> <p>Active Army Field Kitchens - Feeding in field operations</p> <p>National Guard Field Kitchens - Feeding in field operations</p> <p>Army Reserve Field Kitchens - Feeding in field operations</p>
<b>COMPETITION</b>	multi-level, starting at lowest military echelon; Installation Management Commands (IMCOMs) and Army Commands (ACOMs) submit finalist nominees in the appropriate categories to Army Center of Excellence, Subsistence (ACES), U.S. Army Quartermaster Center and School (USAQMC&S) for evaluation.
<b>EVALUATORS</b>	provided by IFSEA and the USAQMC&S
<b>WINNERS</b>	First and second place winners are selected from IMCOMs and ACOMs finalists in each category. DA evaluation will be conducted October - December, annually. The winners will be announced NLT 15 January.
<b>AWARDS</b>	Scholarships to a prestigious culinary school; trophy bowls and plaques awarded at the prestigious ceremony; Certificates of Achievement at varying levels of competition; attendance at IFSEA's annual conference and awards ceremony; recognition throughout Army for significant accomplishments.



### **SIGNIFICANCE OF INSIGNIA**

#### **PHILIP A. CONNELLY AWARD FOR EXCELLENCE IN ARMY FOOD SERVICE**

A disc with a narrow border bearing a sun in splendor of thirteen straight rays between thirteen five-pointed stars, the sun divided by a wavy band and crossed vertically by a stylish ear of wheat, all within a continuous scroll an arched convex at top and concave at base reversed and perpendicular at each side, lined with three crescents conjoined points inward and bearing the inscription at top "Philip A. Connelly Award" and in base "Excellence in Army Food Service."

The thirteen stars represent the United States, and the sun, as a symbol of provider, intelligence and order, denotes the overall mission of the Army Food Service Program and also refers to its worldwide scope of operation. The wavy band simulates flowing water and with the sun alludes to the continuing rejuvenation and to the cleanliness aspects of the unit's program, while the wheat symbolizes bread, the staff of life. The crescent, used as a mark on Army rations during the last century, relates to subsistence. The "Circle" and the thirteen five-pointed stars simulate the rim of the wheel of the insignia of branch, Quartermaster Corps, the thirteen rays being suggestive of the spokes.

## **COMPETITION DETAILS**

The Philip A. Connelly Awards Program was established on 23 March 1968 to recognize excellence in Army Food Service. The program is named for the late Philip A. Connelly, former president of IFSEA, who was responsible for obtaining IFSEA's sponsorship of the event.

Much of the professionalism associated with today's Army Food Service Program is a direct result of the Connelly competition and the invaluable support provided by IFSEA. The bowls and plaques provided to competition winners by the Association are important as tangible rewards for significant accomplishments. The greatest value to the profession, however, is the program's fringe benefits, which, in essence, produce improvements in the quality of food and food service afforded the soldier diner. For example:

During attendance at IFSEA conferences and in contact with civilian evaluators during Connelly competition, Army food service personnel are exposed to the highest level of expertise in the civilian industry. For many, these experiences awaken a new sense of personal responsibility for professional development.

The Connelly competition represents a personal challenge to individual soldiers. This results in a proliferation of outstanding effort as one individual inspires another to seek the satisfaction found in doing a job well.

The relationship between IFSEA and the Army represents an important interface in innovative planning and training, better ensuring the Army's conformity with the latest state-of-the-art in the food service profession.

Increased public interest, such as that represented by IFSEA's sponsorship of the competition, causes greater command interest in local food service programs; more emphasis is placed on equipment replacement and facility renovation programs; and the overall food service operation is thus improved.

Specialized training provided competition winners through advanced training scholarships at well-known institutions brings new inspiration, personal motivation, and improved techniques into Army dining facilities.

Finally, the Connelly Awards Program has helped to instill in Army food service workers a sense of prestige and dignity. As a result, the Army Food Service Program is rapidly assuming its place of honor among other military professions.

The Connelly competition is comprised of five categories, two categories for active duty garrison and three for field feeding. The active duty garrison categories are: small dining facilities (capacity of 300 or less) and large dining facilities (capacity of 301 or more) and active Army field kitchens (field food service operations which are an organic element of and provide food service to a unit in the field). The fourth and fifth categories are comprised of Reserve Component units representing the Army National Guard and the Army Reserve Field Kitchen (field food service operations which are an organic element of and provide food service to a unit in the field).

Army commands conduct multi-level competitive evaluations from March through June with each ultimately choosing one DA finalist in each of the three Active Army categories mentioned above. Contract-operated facilities are included in the garrison competition. (Exception – FORSCOM selects three DA finalists in the active Army field category.)

The Army Center of Excellence, Subsistence, U.S. Army Quartermaster Center and School plans and coordinates the entire year around the Connelly Awards Program. The first step in the process begins in June through August and consists of the nomination of finalist units by the Installation Management Command and Army commands to the Quartermaster Center and School and the development and planning of the Connelly Awards Ceremony.

During October – December, separate Department of the Army Evaluation committees select a winner and runner-up units in each of the five categories. Evaluation committees are comprised of representatives from IFSEA and the U.S. Army Quartermaster Center and School.

The garrison evaluation process encompasses two complete meals, consecutively. All facets of the operation are examined during this period, with the greatest emphasis placed on food quality and customer acceptance. In the Active Field Kitchen category, two consecutive meals will be prepared which will consist of a UGR-A for breakfast and lunch meals will be evaluated. During the Reserve and National Guard categories one meal, a lunch meal will be evaluated consisting of line item A rations.

The Quartermaster Center and School and IFSEA provide evaluators for the DA phase of the Reserve Component competition. Winner and runner-up units are selected in each of the categories.

The Department of the Army, Chief of Food and Liquid Logistics Division, announces the results of the Connelly competition as soon as all evaluations are completed, and not later than 15 January.

Awards are presented at the Connelly Awards Ceremony held in the March - April time frame, in conjunction with the annual IFSEA conference.

In terms of awards, participants in the Connelly competition receive:

**SCHOLARSHIPS:** Selected military representatives of active Army winning and runner-up units may receive, when funds permit, short-term scholarships for training at a prestigious

culinary school. Training certificates are presented to the students upon completion of the respective courses.

**WIDESPREAD RECOGNITION:** Selected representatives of both winning and runner-up units in the competition are hosted as guests of honor at the weeklong food education conference of IFSEA. There, they are honored in many festivities, featured in special awards ceremonies, and interviewed by press and television media.

**TROPHIES:** At the annual Connelly Awards Ceremony, winning units in all five categories receive large silver bowl trophies. Runner-up units in the five categories receive handsome plaques.

**CERTIFICATES:** Both the Army and IFSEA provide Certificates of Recognition to all members of finalist food service staffs. In addition, Certificates of Achievement go to members of the winning food service staffs.

**CONFERENCE PARTICIPATION:** Two individuals from each winning and runner-up unit are funded by DA to attend the annual IFSEA International Food Service Conference, and their participation in all conferences activities, to include the Connelly Awards Ceremony, hosted by IFSEA. At the conference, these individuals are honored as special guests and afforded considerable media publicity.

## IN DEDICATION



Philip a. Connelly

*"Epitome of Professionalism"*

Born in Framingham, Massachusetts in June 1907, Philip A. Connelly became a leader in his chosen profession -- Food Service Management.

He worked diligently and earnestly throughout his life to promote professionalism in food service, in both the civilian industry and military services. As a result of his dedicated purpose and positive influence, civilian and military food service programs are more closely aligned and personnel in these programs now have uniform goals in education, training, career development and job opportunity.

## His Acknowledgments and Awards

- Executive in Numerous Food Service Organizations
- Chaired Armed Forces Service Committee, National Defense Effort
- Recognized in Congressional Record Acknowledged by Presidents
- 1962 Peter Gust Economou Award Most Outstanding Contribution to Industry Food Service
- Served on Evaluation Committees Air Force, Navy and Army
- President, International Food Service Executives Association
- Named Father of Armed Forces Food Service Awards
- Obtained Sponsorship U.S. Air Force Hennessey Award
- Founded -
  - U.S. Navy Ney Award
  - U.S. Army Best Mess Award
- Awarded:
  - Navy Distinguished Service Award
  - Army Outstanding Civilian Service Award

## **THE INTERNATIONAL FOOD SERVICE EXECUTIVES ASSOCIATION (IFSEA)**

IFSEA is a professional organization dedicated to raising food service industry standards, educating members and future industry leaders, recognizing member achievements and serving the growing needs of the diverse, dynamic multi-billion dollar a year market for food away from home.

IFSEA is the food service industry's oldest trade association. Organized in 1901, the organization has branches throughout the United States, the Pacific Region (including China, Hawaii, Guam, Philippines, Korea, and Japan), Canada, Germany, and Singapore.

Membership is comprised of management executives from all aspects of food service; executive chefs, operators, dietitians, consultants, managers and owners of catering firms, restaurants, hotels, clubs, institutions, armed forces and other organizations having food service operations. Persons interested in joining IFSEA may contact the International Headquarters as follows: International Food Service Executives Association, 8155 Briar Cliff Drive, Castle Pine North, Colorado, 80108-8215 Phone: 720-733-8001, Fax: 720-733-8999, Toll Free: 800-893-5499, E-Mail: HQ@ifsea.com.

### **Certified Food Executive-Program The Hallmark of Food Service Professionalism.**

IFSEA members who meet strict educational and industry requirements apply for acceptance as Certified Food Executives (CFE). Only the most dedicated food service professionals can earn the prestigious certification, and successful applicants proudly add CFE following their names as a sign of their achievement, knowledge, and industry leadership.

### **Military Food Service Evaluation**

IFSEA's responsibility to encourage excellence in food service in all walks of the industry is evidenced by its sponsorship of the military awards programs. Under sponsorship provisions, IFSEA members are selected to chair each of the military evaluation committees charged to select the winners of respective Service competitive programs. In so doing, IFSEA contributes directly to the improvement of Armed Forces food service management, to include menu development, modernization of facilities, and response to desires of enlisted personnel. In 2000, IFSEA celebrated its 43d year with the Air Force Hennessey Program, its 42d year with the Navy Ney Program, the 14th year with the U.S. Marine Corps W.P.T. Hill Program, its 32d year with the Army Connelly Program, and its 6th year with the United States Coast Guard.

### **Professionalism Begins with Youth**

Encouragement of food service careers is a high priority of IFSEA. Over the past 15 years, IFSEA's scholarship programs have provided in excess of \$1 million in financial assistance to qualified food service students.

## **Rewards for Professional Achievement**

IFSEA recognizes outstanding achievement through presentation of awards. These include Membership Key Award, Certificates of Merit, Distinguished Service Citation, the impressive Peter Gust Economou Award, and the Association's highest honor, the Dignified Order of the Dinner Gong. In addition, significant branch achievements are acknowledged with awards for excellence.

### **IFSEA IN-BRIEF NOTES**

The Connelly Award Program is co-sponsored by IFSEA and the Department of the Army.

In 1968, Philip A. Connelly, one of the association's outstanding presidents, contacted DA to propose this co-sponsorship, the ultimate goal being to develop excellence in Army food service. Thus the program is named for him. IFSEA's commitment to the program is evident through the following contributions:

#### **The Association**

- Provides a volunteer member to evaluate each of the 5 categories – small and large dining facility, Active Army, National Guard and Reserve field kitchens.
- Provides plaques to runners-up and silver bowls to winners.
- Provides tickets for military attendance at IFSEA's annual conference where the awards are presented.
- Hosts a get acquainted military reception/icebreaker at the annual conference to introduce military attendees to IFSEA members.

The association has a strong military committee that meets regularly to keep the communication lines open and to share concerns and new ideas between military representatives and IFSEA members.

Being the oldest continuous food service organization (chartered in 1901), we feel we are unique in that our efforts on behalf of military food service stand out as a lasting contribution to the industry.

## **ADMINISTRATIVE NOTES**

### **1. CIVILIAN TRAVEL AUTHORIZATION**

- Invitational Travel Orders
- Authorizes PX and Commissary privileges overseas consistent with local policy – military evaluators will assist when problems arise.
- DA employee ID card provided to facilitate processing when orders are used.
- Entitles civilians to emergency medical care during evaluation tour.

### **2. DOCUMENTS TO BE KEPT READILY AVAILABLE DURING TOUR:**

- a. Travel Orders – Multiple copies required.
- b. Employee identification card (with photo).
- c. Civilian passport (Official Duty).
- d. Shot record.
- e. Medical identification bracelet, records or documentation identifying medical problems.

NOTE: If medical emergency arises while traveling, military representatives will assist in arranging for care at medical facility.

- f. Airline Tickets: Tickets are an individual responsibility; not replaceable if lost or stolen. Do not carry on a daily basis. Do not ship in suitcases.

NOTE: ONLY USAQMC&S OFFICER AUTHORIZED TO CHANGE ITINERARY AND AIRLINE TICKETS. IFSEA members must pay the difference of tickets if they change their flight arrangements.

### **3. POINT OF CONTACT – EMERGENCY SITUATIONS:**

Easier contact for families is through the Connelly Program Office:

8 AM – 5 PM Monday – Friday: (804) 734-3029/3019/3028

After 5 PM & Weekends: 266<sup>th</sup> Quartermaster Battalion, Tango Company  
(804) 734-6533

### **4. ACCIDENT OR DEATH INSURANCE COVERAGE FOR CIVILIANS.**

- a. Airline Tickets automatically carry \$200,000 life/injury insurance – amount according to death/type of injury.
- b. IFSEA coverage available for charge.

## 5. CLOTHING GUIDANCE.

Travel – Uniforms not required for military.  
Business Wear or Dress Casual (Sports Jacket/Slacks)  
Protocol Representatives from Commands meet committees at airport

### OFFICIAL DUTY – MILITARY:

INBRIEFINGS – Army Combat Uniform (ACU) for garrison inbriefs  
ACUs for all field inbriefs

EVALUATIONS – ACU with white smock (Lab coat) for garrison evaluations and ACU's for all field evaluations

### OFFICIAL DUTY – CIVILIANS:

INBRIEFINGS – Garrison – Business Wear or Dress Casual  
FIELD – Business Wear or Dress Casual

### EVALUATIONS –

Garrison – Business Wear or Dress Casual with white smock (lab coat)  
FIELD – Coveralls or other rugged sportswear – boots or rough shoe – warm outerwear (layered)

## 6. MONEY – TRIP COSTS.

Minimize cash to be carried – Use Traveler's Checks

## 7. GENERAL INFORMATION.

Military members are responsible for any questions about dress, protocol, response to invitations, briefings, or public affairs information, etc.

## 8. GENERAL RECOMMENDATIONS.

- a. Carry individual travel clocks.
- b. In overseas areas, consider use of postal service versus hand carrying packages home.
- c. Use scheduled breaks in travel schedule to advantage in packing, i.e., repack according to climatic conditions for remainder of trip.

9. AFTER ACTION REPORTS. IFSEA reports due to IFSEA Military Chairman, two weeks after conclusion of travel period. He/she will submit this to the Connelly Office.

10. IFSEA International Conference: All evaluations are encouraged to attend the IFSEA Conference scheduled in March – April timeframe. Evaluators will be recognized at the Joint Services Awards Ceremony. Travel to the conference and participation in conference activities is at the personal expense of civilian evaluators.

## **TERRORISM SELF-PROTECTION MEASURES**

Terrorism continues to be a major problem worldwide. U.S. military personnel are often singled out by terrorists during attacks. Any member of the U.S. military can become a target, not just high-ranking leaders. The following guidelines are offered for the protection of yourself and your family during foreign travel.

### **1. General Information.**

- a. Establish points of contact. Someone should know your whereabouts at all times. Check in on previously agreed upon dates.
- b. Vary personal routines whenever possible.
- c. Carry identification showing your blood type and any special medical condition. Keep one week's supply of essential medication on hand.
- d. Know what to do in emergencies. This means a familiarity with local phone systems, phrases in the local language that will get help, location of U.S. consulates, embassies, military installations, etc. Keep phone numbers of these places handy. Avoid public demonstrations, protests, or areas that are known to be hostile to Americans/Westerners.
- e. Avoid going out alone. Avoid danger areas or urban areas. Drive with doors locked and windows up, never pick up hitchhikers, carry extra keys and always give your vehicle a thorough visual inspection for tampering, wires, attachments, etc. before entering it.
- f. Avoid popular off-base establishments or those places that are known to cater to American civilian and/or military business. These areas have been targeted recently for bombings, assassinations, and physical intimidation of U.S. citizens and/or servicemen.

### **2. During Air Travel.**

- a. All references during travel arrangements should be made without noting military rank.
- b. Baggage ID should not identify military rank, insignia, or duty station.
- c. Employ office symbols on orders/leave authorization if word description denotes high or sensitive position.
- d. Do not loiter in public sections of the airport. Where possible, proceed expeditiously through security checkpoints to secure areas to await flight.
- e. Do not discuss your military association with anyone.
- f. Be aware that all hijackers may not reveal themselves at the same time. A lone hijacker may be used to draw out security personnel for neutralization by the other hijackers.

g. Blend with other passengers as much as possible.

h. If traveling on a tourist passport, remember that this is only a shallow attempt to conceal DOD affiliations.

(1) Tourist passports will be surrendered in response to a general demand for identification.

(2) DOD employee status should be confirmed when directly confronted. Individuals should be prepared to explain that they always travel on their personal passport and no deceit was intended.

(3) DOD employees should limit the number of documents in their possession that confirm their affiliation with DOD. Unnecessary documents should be placed in checked baggage.

## GLOSSARY OF MILITARY TERMS AND ACRONYMS

<u>ACRONYM</u>	<u>TERMS</u>	<u>BRIEF EXPLANATION, IF APPROPRIATE</u>
AAFES	ARMY/AIR FORCE EXCHANGE SYSTEM	Network of exchange stores used by military.
ACofS	ASSISTANT CHIEF OF STAFF	Position on Command Staff.
ADC	ASST DIVISION COMMANDER	Second in Command at Division Level, usually 1 star.
ADT	ACTIVE DUTY FOR TRAINING	2-week training period for Reserve Component personnel.
AFFS-F	ARMY FIELD FEEDING SYSTEM – FUTURE	<i>Self Explanatory</i>
AFMIS	ARMY FOOD MANAGEMENT INFORMATION SYSTEM	Automated system of accounting under development.
AFN	ARMED FORCES NETWORK	Communications network for military radio and television.
AG	ADJUTANT GENERAL	Commander of Guard Forces within a State.
ARCS	ARMY RATION CREDIT SYSTEM	Accounting system used in Army Dining Facilities.
ARNG	ARMY NATIONAL GUARD	Self explanatory
Army G-4	DEPUTY CHIEF OF STAFF FOR LOGISTICS	Organization under installation Commander responsible for logistics/QM type functions at Major Command level
BDE	BRIGADE	A unit consisting of more than one Battalion.
BDFA	BASIC DAILY FOOD ALLOWANCE	Amount of money required to subsist one soldier for 1 day – broken into percentages: 20% - Breakfast; 40% - Lunch/Dinner
BN	BATTALION	A unit consisting of 1 or more companies or attachments
CPAC	CIVILIAN PERSONNEL ADVISORY CENTER	Responsible for hire of civilian personnel
CID	CRIMINAL INVESTIGATION DIVISION	Self explanatory
CIF	CENTRAL ISSUE FACILITY	Supply point for other than subsistence.

GLOSSARY OF MILITARY TERMS  
AND ACRONYMS (CONTD)

<u>ACRONYM</u>	<u>TERMS</u>	<u>BRIEF EXPLANATION, IF APPROPRIATE</u>
CINCUSAREUR	COMMANDER-IN-CHIEF, U.S. ARMY, EUROPE OR KOREA	Often referred to as CINC.
CK	CONTAINERIZED KITCHEN	Self explanatory
CO	COMMANDING OFFICER	Rank varies depending on level of Command.
COR	CONTRACTING OFFICERS REPRESENTATIVE	Self explanatory
CPS	COOKS PRODUCTION SCHEDULE	DA Form 3034 written production schedule in dining facility. Covers items to be prepared; who prepares; time for preparation; special instructions; recipe to use; quantity; use of leftovers and the disposition of all subsistence in the dining facility; one work sheet required for each meal served.
CWO	CHIEF WARRANT OFFICER	Grades of W2, 3, 4, and 5 are commonly referred to as Chief.
DD Form 1544	CASH MEAL PAYMENT SHEET	Called "Cash Sheet". Used to account for meals sold for cash in dining facility or field.
DA Form 3980-R	DINING FACILITY ACCOUNT CARD	Maintained by both troop issue and Food Service Sergeants for all accounts operating under ARCS.
DPW/DOL	DIRECTOR OF LOGISTICS DIRECTOR OF PUBLIC WORKS	Organization under Installation Commander responsible for Logistics/QM type function at Installation level.
FSO	FOOD SERVICE OFFICER	Usually Company Commander.
FOS	FOOD OPERATIONS SERGEANT	Military Manager of Dining Facilities or Field Feeding Site.
IFC	INSULATED FOOD CONTAINER	A container to keep food hot/cold
M-2	M-2 Burner Unit	A fuel fired self-contained stove used for cooking in the field.
MBU	Modern Burner Unit	A fuel fired self-contained for cooking in the field.

**GLOSSARY OF MILITARY TERMS  
AND ACRONYMS (CONTD)**

<u>ACRONYM</u>	<u>TERMS</u>	<u>BRIEF EXPLANATION, IF APPROPRIATE</u>
MKT	MOBILE KITCHEN TRAILER	Complete kitchen unit mounted on Trailer chassis that can be towed by a 2 ½ ton or 5 ton truck.
MRE	MEAL READY-TO-EAT	Individual ration designed to sustain an individual engaged in heavy activity such as military training or during actual military operations when normal food service facilities are not available.
T-RATION	HEAT AND SERVE RATION IN A TRAY	Combat ration served in a tray pouch which is heated in hot water.
TISA	TROOP ISSUE SUBSISTENCE ACTIVITY	Activity which issues subsistence to dining facility. May be called Class or Ration breakdown.
UGR-A	UNITIZED GROUP RATIONS A OPTION	Operational ration used to sustain military personnel during worldwide operations that allow organized food service operations; designed to maximize the use of commercial items and to simplify the process of providing high quality food service in a field environment.
UGR H&S	UNITIZED GROUP RATION HEAT AND SERVE	Tray pack components are thermally processed, pre-pared, shelf-stable foods, and currently in hermetically sealed, half-size steam table containers.
USARC	U.S. ARMY RESERVE COMMAND	Organizational element in Reserve Component Force.
VET	VETERINARIAN	Medical Officer who conducts  sanitation inspections of food service facilities.

**ACOM - ARMY COMMAND**

IMCOM	INSTALLATION MANAGEMENT COMMAND
TRADOC	US ARMY TRAINING AND DOCTRINE COMMAND
FORSCOM	US ARMY FORCES COMMAND
INSCOM	US ARMY INTELLIGENCE & SECURITY COMMAND
EUSA	EIGHT UNITED STATES ARMY (KOREA)
USAREUR	US ARMY, EUROPE & 7 <sup>TH</sup> ARMY
AMC	US ARMY MATERIEL COMMAND
USARPAC	US ARMY, PACIFIC
USARSO	US ARMY, SOUTH
USASOC	US ARMY SPECIAL OPERATIONS COMMAND
USAHSC	US ARMY HEALTH SERVICES COMMAND
MDW	MILITARY DISTRICT OF WASHINGTON

## **MILITARY RANKS**

GEN	General	4 Stars	Commands some major commands or top DA staff
LTG	Lieutenant General	3 Stars	Commands Corps, CONUS Army or major command or top DA staff
MG	Major General	2 Stars	Commands Division, Installation or major activity
BG	Brigadier General	1 Star	Assistant Division Commander – or command staff position
COL	Colonel	Eagle	Commands Brigade or Command staff position
LTC	Lieutenant Colonel	Silver Oakleaf	Commands Battalion or staff position
MAJ	Major	Gold Oakleaf	Battalion Executive Officer or staff position
CPT	Captain	2 Silver Bars	Commands Company or in staff position
1LT	First Lieutenant	1 Silver Bar	Commands Company or in staff position
2 LT	Second Lieutenant	1 Gold Bar	Usually Company XO -- performs assigned duties

## STANDING OPERATING PROCEDURES CONNELLY AWARD EVALUATION COMMITTEES

1. Planned sequence of events at each installation is:

- a. Occupy quarters.
- b. Present entrance briefing.
- c. Conduct evaluation.
- d. Present exit briefing if required.
- e. Clear quarters.
- f. Depart.

The sequence may be altered if necessary because of limited time or other local circumstances.

2. The entrance briefings will normally be combined into one and conducted before the evaluation.

3. Garrison evaluations will be conducted on normal duty days (Monday-Friday) only. Normally, only two per week will be scheduled. Evaluations for Reserve Component units will be conducted during weekend IDTs. Active Army field kitchen evaluations will be conducted IAW training dates provided by Army commands.

4. **Team harmony and integrity is mandatory!** Public evidence of differing opinions among committee members is not acceptable. Discussions among committee members may take place on site, but when opinions differ, discussions must wait until the nightly discussion period.

5. Committee members will record notes of their observations. Primary focus of observations is on quality of food put before the soldier. Secondary focus is on quality of support that is necessary to prepare and serve the food. Notes should be used as a basis for discussions and scoring, and later as a source of data for written reports.

## ENTRANCE BRIEFING FORMAT

1. The purpose of the Entrance Briefing is to cover the following topics and set the scene for the evaluation.
  - a. Purpose of awards program.
  - b. Sponsorship of awards program by IFSEA.
  - c. Highlights of evaluation.
    - (1) Categories of evaluation.
    - (2) Evaluation period.
    - (3) Function of each judge.
  - d. Results are **CONFIDENTIAL**.
  - e. Results will be announced by DA message upon completion of all evaluations of all categories.
  - f. Desirability of publicity coverage both on the benefits of the Connelly Program and the co-sponsorship provided by IFSEA.
  - g. Acknowledge command's interest in Army Food Service and the Army Food Program.
  - h. Outline travel itinerary and name participating commands.
  - i. Problem areas relative to support of the evaluations or awards ceremony (timely submission of photographs/slides, dependents attending conference at own expense, etc.).
  - j. Presence of "interested" staff not recommended.
2. Past experience has shown that the above briefing has been fairly informal and in many cases only a few of the items are covered. The USAQMC&S officer member will take the lead initially during the briefing; however, all members are expected to participate in the conversation and the IFSEA Chairperson must be prepared to discuss IFSEA's role in support of the program (see sample briefing format).

## EXIT BRIEFING FORMAT

If an exit brief is required, it should cover:

1. Positive aspects of the Army Food Program which were observed.
2. Acknowledge hospitalities and courtesies that were extended to the team.

## EVALUATION PLAN

1. Active Army Field evaluations are conducted within a 24-hour period and will include the breakfast and lunch meal. The Army National Guard and Reserve evaluations are conducted within a 24-hour period and will include the lunch meal only. The Large and Small Garrison evaluation will begin 30 minutes prior to the serving of the breakfast meal and will extend beyond the lunch meal to include clean-up and daily cooks' meeting. Reserve/ National Guard Component Committees will evaluate the lunch meal only.
2. All facets of the food service operation will be considered.
3. At the conclusion of the daily cooks' meeting, each committee member will personally address the assembled food service staff. Topics to be discussed by each member are as follows:
  - a. The USAQMC&S members will describe the Connelly Program, to include background data, goals, and the current year's program. Additionally, they will display a replica of the Recognition Plaque, which is awarded to each finalist facility. A Certificate of Achievement will be presented to each command for completion with the name of the awardee and for formal presentation to staff members, as appropriate.
  - b. IFSEA Chairperson will describe the functions and goals of IFSEA, criteria for membership in IFSEA, the IFSEA association with the Connelly Program and other remarks as deemed appropriate. The Chairperson will also present the IFSEA Merit Certificate and the Celebrate People Certificate during this presentation.
4. Each committee member will use the Evaluation Checklist to record scores. An informal recapitulation sheet will be used to summarize all members' scores. Each committee member will rate all items. The checklist will be filled in during the nightly discussion.
5. The total score determined individually by each committee member will be added to the members' total scores. This grand total of all committee members' total scores will be the final score for that facility and will normally determine rank among finalists, except in the case of a tie for winner and/or runner-up.

## **AWARDS ANNOUNCEMENTS AND AFTER EVALUATION REQUIREMENTS**

### **1. Procedures to select and report winners and runners-up:**

a. On the night of the last evaluation day, when all finalists have been evaluated and scored, an appointed USAQMC&S member will assemble all Recapitulation Sheets for their committee's competitive category and will rank the evaluated finalists. The ranking shall be known to each committee member, subject to the restrictions of paragraph 1c.

b. Ranking finalists and subsequent selection of winners and runners-up will be based solely on point scores. The winner in each competitive category will be the finalist having the highest point score in that category, subject to the provisions explained in paragraph 3.

c. Results of each Final Evaluation Committee, in any form, must not be made known to any person not on the Final Evaluation Committee until the military members have presented a report to the Commander, USAQMC&S, and the Department of the Army official message and joint press release have been sent out.

2. The IFSEA committee member is responsible for submitting a written report of his/her individual observations and recommendations to the Chairperson of the Military Awards Committee within 2 weeks following completion of the trip.

3. In the event of a total point score tie for winner and/or runner-up in a competitive category, the winner and/or runner-up will then be the finalists having the highest point score in the highest priority elements of the checklist.

**EVALUATORS' EXPANDED CHECKLIST**  
**PHILIP A. CONNELLY AWARDS FOR EXCELLENCE IN ARMY FOOD SERVICE**  
**GARRISON COMPETITION**

1. Training and Management.

a. On-the-job (OJT) and Local Training Programs. There should be an effective OJT program instituted. All food service personnel should be cross-trained and rotated in all aspects of dining facility operation. This is especially necessary with non-school trained personnel. A progress chart or record, such as the example in FM 10-23-2, should be maintained on OJT and school trained cooks who are being cross-trained to acquire a greater knowledge of dining facility operations.

b. Menu/Nutrition Planning. Cooks should have a working knowledge and understanding of the Army's nutrition program. Installation weight control program guidelines, nutrition educational material and caloric values of each menu component are required to be posted and visible to the diners. Additional guidelines are contained in AR 30-22. Cooks should adhere to established procedures for positive nutrition.

c. Knowledge of Basic Cooking Terms/Procedures. Cooks should know the two basic methods of cookery (moist and dry heat), variations from these basic methods, knowledge of handling and storage and sanitation principles on food handling.

d. Effective Use of Manpower. The Food Operations Sergeant (FOS) will develop work schedules that result in the equitable use of all personnel. A work schedule should be maintained, when practical. The cooks should be assigned to shifts to provide adequate off-duty hours and as close as practical to a normal 40-hour per week schedule. Military and civilian food service attendants should be assigned properly and instructed in their duties. Refer to AR 30-22 and FM 10-23-2 for further scheduling information. When dining facility operations or functions are contracted, the Commander or Activity Chief is responsible for ensuring that qualified personnel, including FOS who have been assigned to perform quality assurance inspections or act as quality assurance evaluators (QAE), are adequately trained. Additional information on contracting of food service functions can be found in AR 30-22.

e. Adequacy of Supervision. Key personnel should be properly supervising food service personnel during all phases of the operation and should be available to answer questions and take corrective actions as the need occurs. Adequate supervision also involves providing necessary instruction before and during completion of a task. Instructors should anticipate some of the problems that could occur. The FOS and shift leader should supervise or control the supervision of the military/civilian food service attendants. The FOS should demonstrate good leadership techniques and should set a positive example for his personnel. The serving line should be checked by the FOS or shift leader prior to and during the meal to ensure that all items for the meal are properly merchandised and being served. Supervision should be sufficient to ensure corrective action can be made quickly and efficiently.

f. Required Publications for Operations. A basic list of required publications pertaining to food service operations is contained. Each publication deals with specific aspects of food service operations and is especially beneficial to the food service staff in the overall operation of the dining facility and the unit food program.

g. Cost Consciousness. The status of the dining facility account should be consistent with what is authorized for the specific ration and accounting system being used. When excess subsistence accrues, immediate action should be taken to reduce subsequent requests in order to effectively utilize excesses. Care should be exercised in the handling of china, glassware, and flatware to minimize breakage or loss. Time is also an important factor in cost consciousness.

h. Energy Conservation. Good conservation practices should be used in the operation of equipment. Electrical equipment should be in operation only when needed. Energy conservation practices and procedures as specified in the Army's Energy Management Program or the Installation/Command Program should also be evident.

i. Food Protection Program. The FOS should provide safe food prepared under clean sanitary and conditions and in compliance with all provisions at TB MED 530. Is the dining facility staff properly trained on the principles of food service sanitation and safety, demonstrates his or her knowledge of food borne disease prevention, application of the HACCP principles, and the requirements in Chapter 2 of TB MED 530. Does the FOS ensure that all food employees under his or her control are trained and comply with the provisions as specified in Chapter 2 of TB MED 530?

## **2. Dining Facility Administration**

a. Dining Facility Records File. All administrative records should be maintained as prescribed by AR 30-22 and AR 25-400-2 (The Modern Army Recordkeeping System), or the AFMIS End Users Manual.

b. Forms Verification by Food Service Officer. The Food Service Officer (FSO) should be familiar with all forms he/she is required to review and sign as required by AR 30-22 or AFMIS. Also unannounced cash counts will be performed and a copy of the report retained as required by AR 30-22.

c. Food Requisition Procedures. The dining facility should be operating under the requisitioning procedures prescribed by AR 30-22.

(1) Review dining facility receipt procedures to determine requisition practices, i.e., quantities requested versus quantities required.

(2) Ensure correct preparation and use of DA Form 5914-R, Operational Ration/Box Lunch Control Sheet, to reflect data pertaining to requisitioning, receiving, accounting for and reporting the use of Operational Ration/Box Lunches. Refer to AR 30-22 for specific guidance concerning the review of dining facility accounts.

d. Dining Facility Account Status. The DA Monthly Earnings and Expenditures Record will be accurate and up to date. The AFMIS account status can be found on the system.

e. Preparation/Use of Production Schedule. The Production Schedule should be prepared and posted prior to each meal and completed after each meal. A separate Production Schedule must be prepared for each meal served.

f. Sensitive and High-Dollar Item Disposition. Preparation and use of the Sensitive and High-Dollar Item Disposition will be as prescribed in AR 30-22. Under the AFMIS System, use the kitchen requisition and returns report.

g. Consolidating and Posting Headcount. The FOS is responsible for the completion of all entries except the Signature/Grade, Commander/FSO Block. Additional guidance for the use of this form is contained in AR 30-22. AFMIS users will use the daily headcount report.

### 3. Headcount Procedures

a. Headcounter Duties. These duties are performed by unit members, grades E-4 and above, or civilian dining facility employees. Personnel assigned as headcounters will be thoroughly briefed by the FOS or his representative on their duties and responsibilities, to include proper identification of authorized diners, cash collection procedures, and the use of each headcount form. A detailed headcount standing operating procedure (SOP) will be used for briefing purposes. The headcounters must be familiar with the different categories of personnel who are authorized to be subsisted. Are the headings of each headcount form completed prior to issue to the headcounter? Specific procedures, administration, and duties of the headcounter are contained in AR 30-22.

b. Cash Collection Procedures. The correct meal rates should be collected from each diner required to reimburse the Government for his/her meal. The DD Form 1544, Cash Meal Payment Sheet, should be properly signed by each of these diners. Blank and completed cash meal payment sheets and collected cash should be properly safeguarded to minimize the possibility of theft or accidental loss. Turn-in of cash should be made to the Finance and Accounting Officer or designated financial institution, in accordance with AR 30-22. The documents and vouchers supporting each turn-in of cash should be properly completed and should be safeguarded with the same care as the cash and Cash Meal Payment Sheets per AR 30-22.

c. Procedures for Personnel Authorized Subsistence-in-Kind (SIK). Personnel in this category will have a Meal Card, DD Form 714 or DD Form 714E, in their possession (DD Form 2A for Reserve Components). This card or travel orders will be shown to the headcounter as proof of their entitlement. Diners may be required to sign the DA Form 3032.

### 4. Receipt and Storage

a. Authorized Receiving Personnel. Receiving personnel should be trained in the proper procedures to be used in weighing and counting subsistence to ensure receiving documents accurately reflect data before signing for supplies. All personnel authorized to receive subsistence should possess a valid DA Form 1687(Signature Card). Receiving personnel should ensure that they receipt for only subsistence items actually received. Receiving personnel should know what actions must be taken when subsistence is received which does not appear to be suitable for use in the dining facility or when documentation does not accurately reflect quantities received.

b. Receipt Procedures. Scales should be available and used to check subsistence upon receipt in the dining facility. An accurate count should be made of all canned and boxed subsistence received in the dining facility. Receiving personnel should inspect all subsistence for damage or deterioration. The receiving procedures in practice should be consistent with good management. Refer to FM 10-23-2 and AR 30-22 for further detailed information.

c. Storage/Utilization of Storage Facilities. All subsistence should be properly stored to ensure proper rotation of stock and to prevent contamination of subsistence items. All food stored in the refrigerator should be adequately covered, labeled and arranged to permit air circulation. Refrigerators and freezers should be maintained at the proper temperatures and equipped with serviceable thermometers. The storage procedures in practice should be consistent with good management and IAW TB MED 530. Cleaning supplies should not be stored with subsistence. Is the best utilization of available storage space for each type of subsistence (dry, chill, freeze) being made? For additional information on storage of subsistence, see FM 10-23-2 and TB MED 530.

d. Coding and Dating System. All cooks should know the date coding systems used at their installation for direct or vendor delivered bakery and dairy products.

## 5. Food Safety

a. Appropriate thermometers on Hand and in Use. Are the correct types of thermometers on hand within the dining facility and is the correct thermometer used as required in current doctrine? Additional information for thermometer use is contained in TB MED 530.

b. Perishable Subsistence. All perishable foods should be properly inspected for fitness and stored immediately upon receipt. Frozen foods should be thawed in a tempering unit at a temperature not to exceed 45 degrees Fahrenheit or under cool potable running water (temperature not to exceed 70 degrees Fahrenheit) or quick thawed as part of the cooking process. Frozen foods may also be thawed in general refrigeration units operated at a temperature not to exceed 40 degrees Fahrenheit.

c. Food Handling Procedures. Any subsistence which is suspected of being contaminated or otherwise unfit for consumption must be inspected and approved by Veterinary Service Personnel before it is used or disposed of. Proper sanitation should be practiced in the food preparation areas at all times. For additional information on sanitation requirements for food storage, handling or preparation, see TB MED 530.

d. Ware washing Detergents and Disinfectants. Civilian and military dining facility attendants should have received instructions and know the proper methods for operating the mechanical dishwashing equipment, to include the water temperatures. Dining facility attendants should also know emergency sanitizing procedures, including the name of the available approved sanitizers. If needed, bilingual signs should be posted. All utensils and food contact surfaces of equipment used in the preparation, serving and the storage areas of food items will be thoroughly cleaned and sanitized prior to use. Cooking utensils, pots and pans should be cleaned and air-dried. The method of storage should provide adequate air circulation. Additional information on warewashing procedures can be found in FM 10-23-2.

e. Overall Dining Facility Sanitation. The facilities should be clean, well lighted and well ventilated. Signs required by TB MED 530, alerting food handlers to sanitation practices, should be posted. Toilet and hand washing facilities should be adequate, clean and conveniently located. The dining tables, chairs and individual condiment containers should be properly cleaned after each meal. The trash and garbage should be disposed of properly. For further information on sanitary requirements, see TB MED 530.

f. Pest Control. A continuous program for prevention and elimination of insects and rodents should be carried out. Screens and door flashings should be properly installed and in good repair. Breeding area for insects and rodents in and about the dining facility should be eliminated through proper storage and removal of refuse and garbage. An Integrated Pest Management Program should be in effect, to include records of when and how often the Pest Controller visits the facility and what work was done. For further information concerning insect and rodent control, see TB MED 530.

## **6. Command Support**

a. Command Interest. There should be some indication that commanders or their representatives are assisting in and supporting the operation of the dining facility through informal visits and periodic meal attendance. Regulations, policies and directives which have been published should have been implemented expeditiously. Enlisted dining facility advisory councils should be encouraged. There are many indications by which the degree of command interest may be judged in dining facility operations and the command food program.

b. Material Support. The condition and maintenance of the equipment and the overall décor will generally indicate the degree of monetary and material support the dining facility receives. The food advisor and FOS should provide support to the dining facility not only through required inspections, but also through informal visits, coordination, budgeting guidance and assistance visits.

c. Manning Level. The dining facility should have a sufficient number of personnel assigned to accomplish its mission. Staffing authorized versus on hand should be reasonably appropriate.

d. Recognition of Individuals. The command should have an energetic, ongoing program to provide personal recognition to food service personnel through individual competitive programs, such as "Cook of the Quarter", etc. Plaques, citations and/or commendations earned by both the dining facility and individual members should be displayed in the dining area, foyer, or lobby and not the FOS's office.

e. Community Interest/Publicity. Information on food service operations, local competitions and individual and dining facility awards should be made a matter of public interest through publicity releases to local publications and news media and to military papers and authorized on-post publications.

f. Nomination of Command Finalists. Nomination of garrison finalists will be provided by the responsible command by letter to the Director, Army Center of Excellence, Subsistence. For further information, see AR 30-22.

## **7. Appearance and Attitude of Food Service Personnel**

a. Appearance of Personnel. Each cook would be wearing the prescribed uniform to include an apron. All personnel, including dining facility attendants, will be inspected by the immediate supervisor or FOS daily, prior to the start of the shift.

b. Attitude and Courtesy of Personnel. All food service personnel should display a positive attitude toward their work in both the preparation and serving of the meal. Servers should be pleasant and courteous to all diners. They should attempt to provide each diner with complete, personalized service.

c. Work Habits. Individual duties should be performed in an orderly, well-organized manner. Cooks should clean up their work areas and leave equipment ready for the next person.

## **8. Serving and Troop Acceptability**

a. Adequacy of Meal Hours. Serving times for each meal should be of sufficient length that all diners can be adequately seated and relaxed while eating. Ninety minutes is the required minimum serving period unless an exception to policy has been granted in writing.

b. Completeness of the Menu on the Serving Line. The menu should be prominently posted and contain the calorie content of all food items offered so that diners can determine, prior to entering the serving line, what is being served and their caloric values. The FOS and/or first cook should check the serving line prior to and during the meal to ensure that all items listed on the Production Schedule were prepared, properly merchandised and served. Condiments, which complement the meal, should be offered.

c. Arrangement of Serving Line. If the serving line is logically arranged and set up, service will be expedited. Adequate use should be made of the hot and cold food service areas of the serving line to help the food retain their proper serving temperatures. As a minimum, unfamiliar and new items on the serving line should be identified for diners. Glasses should be located with the beverage dispensers, which should be installed on or near the serving line. Tray rails should be installed at strategic places to allow each diner to rest his tray while he is getting his/her food or beverage. Additional information on the setup or arrangement of the serving line may be found in FM 10-23-2.

d. Eye Appeal and Garnishment. The serving line should be neat and attractive. All entrees should be garnished before they are placed on the serving line. Garnishment of food should continue throughout the serving period as items are replenished. Servers should take care to clean up spills as they occur to keep the serving line looking fresh and clean. For further information on the use of garnish, see FM 10-23-2 and General Information Card A-22, TM 10-412.

e. Portion Control/Plate Waste. Each server should know the correct portion size for the food items served. When self-service is used, the proper type and size of utensil and dish should be available to minimize excessively large helpings and possible plate waste. Additional information on portion control can be found in FM 10-23-2 and TM 10-412.

f. Serving Line Replenishment. Comparable menu items should be available for the first and last diner.

g. Nutritional Standards for Dining Facilities. Food service personnel should have some basic nutritional knowledge. Are Installation Training Programs provided to assist food service personnel in the implementation of the nutritional standards? Is the training program based on established DA policy and guidance? Is calorie information posted and available to all diners? Are low calorie alternatives offered? Additional nutrition requirements can be found in AR 30-22 and AR 4025, Nutritional Allowances, Standards, and Education.

h. Leftover Quantity/Utilization. Whenever possible, seconds should be served either during or prior to the close of the regular meal serving period when it is determined that sufficient food exists to do so. This is often the best method for utilizing leftovers when only a few (5 to 10) servings of an item are left. Serving seconds is also advisable for food items (potentially hazardous foods) which are not authorized for reuse as a leftover. Large quantities of one or more food items left over will generally indicate that too much has been prepared, was improperly prepared, progressive cookery was not followed, or the food item concerned has low troop acceptability. For additional information on leftovers and their use and disposition, see AR 30-22. Also review TB MED 530.

i. Troop Acceptability (pro/con). Are offered entrees served repetitiously? In addition to being served tasty, nutritious meals, diner preferences should also be taken into account. The amount and types of seasonings and the methods of preparation should be considered. Direct comments from the diners will generally provide sufficient data to make a determination.

## 9. Dining Area

a. Arrangement. The arrangement of the dining area should be conducive to the operation. There should be sufficient tables and chairs to provide adequate seating. Aisleways should be wide enough to permit free-flowing traffic patterns, with a minimum of cross traffic.

b. Décor. The overall décor should be similar to a first-class civilian facility that operates with cafeteria style serving. Lighting should be adequate and should compliment the décor. Too much décor is aesthetically undesirable, complicates cleaning, and may reduce dining space.

c. Temperature. The dining area should be comfortable and properly aired.

d. Sound Level. The noise level in the dining facility should not be offensive. Measures should be employed to minimize excessive noise from the scullery and kitchen areas, which can make conversation in the dining area difficult. Piped-in music, if available, should not drown out conversation and it should be of the easy listening, variety format.

## 10. Equipment and Facilities

a. Operating Instruction. Proper operating and maintenance instructions should be available in the dining facility for each piece of equipment.

b. Operator's Knowledge of Equipment. The cooks should understand and practice the proper methods in using and maintaining all food service equipment. They should be familiar with the proper temperatures to be used on grills and ranges for the items they are preparing. They should know how, when and where to use cooking thermometers and scales. Training should be documented.

c. Use and Maintenance of Equipment. There should be adequate equipment to perform the mission. The proper equipment should be used for the job being performed. Only authorized cleaning and lubricating materials should be used on food service equipment. Daily, weekly and required cleaning of all food service equipment should be performed in a timely manner. Refer to FM 10-23-2 and the Operator's Maintenance Manual for details.

d. Safety Practices. Hot pads should be available and used. Knives should be properly used, cleaned and stored. Floor spills should be cleaned up immediately. Adequate safety instructions should be posted as appropriate. For details on safety, see FM 10-23-2 and TB MED 530.

e. Work Order Submission/Follow-up. A Work Order Log should be available in the dining facility for all work requests submitted to the facilities engineers. In addition, there should be some evidence that follow-up action is being taken on a timely basis, when required.

f. Planning Equipment Replacement. There should be evidence of a program for acquisition and replacement of equipment and material for support of the food service program. The written and telephone work request files should be used as input in preparing the equipment replacement record because, if properly maintained, these files and forms will provide information on defective and worn-out equipment. For additional information on equipment replacement, see AR 30-22.

## 11. Food Preparation and Quality

a. Effective Menu Adjustment. The FOS should prepare the menu to reflect the food preferences of his diners. The Production Schedule, if properly prepared, will indicate how closely these food preferences have been anticipated. Other factors which should be considered include split preparation of meats or multiple choices, a varied short order menu, varied "specialty night" menus, and full utilization of the increase/decrease/delete/add capabilities authorized under the Army Ration Credit System (ARCS).

b. Adherence to the Production Schedule and SOPs. All items on the Production Schedule should be prepared and served for the designated meal, and all instructions listed should be followed. Instructions will include disposition and utilization of leftovers from previous meals. All SOPs should be current and approved by the Food Advisor. The SOP should be conspicuously posted on a bulletin board near the production schedule.

c. Adherence to Recipes. All menu items should be prepared in accordance with the appropriate recipe listed.

d. Assembling, Measuring, and Weighing. After checking the recipe card or other recipe source, the responsible cook should assemble, measure, and/or weigh all of the ingredients before any ingredients are combined.

e. Progressive Cooking, Meat, and Sauces. Progressive cooking methods should be used for all food items whenever possible. Meat and sauces should be prepared as close to serving time as possible. An effort to maximize progressive cooking of these items should be evident.

f. Salads and Dressings/Pastries. At least two or three types of salads and/or salad bar type ingredients should be prepared and offered for the lunch and dinner meals. Pastries and desserts should be fresh. When a vendor supplies pastries, strict precautions should be taken to ensure that only fresh pastries are received and served. When pastries are prepared in the dining facility, they should be prepared in accordance with the appropriate recipe. A choice/variety of desserts should be available. The same dessert items should not be served on a repetitive basis.

g. Starches and Vegetables. Starches and vegetables should be prepared as close to serving time as possible. An effort to maximize progressive cookery of these items should be evident.

h. Preparation of Leftovers. Many leftovers are authorized for reuse within 24 hours. Care should be exercised to ensure that leftovers are handled in accordance with TB MED 530 and AR 30-22. All authorized leftovers should be prepared in another form and served in an attractive and appetizing manner.

i. Proper Serving Temperatures. All food items should be at their proper serving temperatures before being placed on the serving line, with the exception of food intended for online preparation. Steam tables/hot food tables and cold bars should be used to maintain foods at their proper serving temperature.

j. Food Palatability. The menu should satisfy diner's preferences, be nutritious, well balanced, and eye appealing.

## REQUIRED PUBLICATIONS FOR GARRISON DINING FACILITIES

AR 25-400-2	The Modern Army Recordkeeping System (MARKS)
AR 30-22	The Army Food Service Program
AR 40-25	Nutrition Allowances, Standards, and Education
AR 40-657	Veterinary Medical Food Inspection and Laboratory Service
AR 420-49	Utilities Service
AR 190-51	Security of Army Property at Unit and Installation Level
AR 710-2	Inventory Management Supply Policy Below Wholesale
AR 725-50	Requisition, Receipt, and Issue System
AR 735-5	Basic Policies and Procedures for Property Accounting
DA PAM 738-750	Army Maintenance Management System (TAMMS)
TB Med 530	Occupational and Environmental Health Food Service Sanitation
Related Publications	
AR 30-16	Food Service Data Feedback Program
AR 420-55	Food Service Related Equipment
AR 600-38	Meal Card Management System
End Users Manual	(AIS Manual) 25-L37-AJK-ATT-EM-4
DA PAM 738-750	Army Maintenance Management System (TAMMS)
DA PAM 30-22	The Army Food Service Program
FM 8-34	Food Sanitation for the Supervisor
FM 10-23	Basic Doctrine for Army Field Feeding
FM 10-23-1	Commander's Guide to Food Service Operations
FM 10-23-2	Tactics, Techniques and Procedures for Garrison Food Preparation and Class I Operations Management
TB 43-0002-22	Maintenance Expenditure Limits or FSC Group 73; FSC Classes 7310, 7310, 7320, 7330, and 7360
TB 43-0002-33	Maintenance Expenditure Limits or FSC Group 41; FSC Classes 4110, 4120, and 4140
TB 750-97-71	Maintenance Expenditure Limits or FSC Group 71; FSC 7105, 7110, 7125, and 7195
TB MED 530	Occupational and Environment Health Food Service Sanitation
TM 5-536	Kitchen Equipment Operations and Maintenance Manua
TM 10-412	Arm Forces Recipe Service

GARRISON CATEGORY COMPETITION CHECKLIST					
This checklist is used to evaluate units at the DA level of competition. It contains eleven major categories, with specific subsections to assist evaluators in all phases of the competition, however, the actual scoring method used during subordinates phases					
1. ORGANIZATION:			2. JUDGE:		DATE:
1. TRAINING SUPERVISION (1-20/180)			8. SERVING TROOP ACCEPTABILITY (1-20/180)		
A. ON THE JOB TRAINING (OJT) AND CROSS TRAINING PROGRAM		20	A. ADEQUATE MEAL HOURS/SERVING RATE		20
B. MENU NUTRITION PLANNING		20	B. COMPLETENESS OF MENU AND SERVING LINE		20
C. KNOWLEDGE OF FOOD SERVICE TERMS AND PROCEDURES		20	C. ARRANGEMENT OF SERVING LINE		20
D. EFFECTIVE USE OF MANPOWER		20	D. EYE APPEAL /GARNISHMENT		20
E. ADEQUACY OF SUPERVISION		20	E. PORTION CONTROL / PLATE WASTE		20
F. REQUIRED PUBLICATIONS AND FORMS ON HAND		20	F. SERVING LINE REPLENISHMENT		20
G. COST CONSCIOUSNESS FOOD MANAGEMENT		20	G. NUTRITIONAL STANDARDS FOR DINING FACILITY		20
H. ENERGY CONSERVATION		20	H. LEFTOVER QUALITY UTILIZATION		20
I. FOOD PROTECTION PROGRAM		20	I. TROOP ACCEPTABILITY (PRO/CON)		20
1. CATEGORY RATING	0	180	8. CATEGORY RATING	0	180
2. DINING FACILITY ADMIN (1-15/105)			9. DINING AREA (1-5/20)		
A. DINING FACILITY RECORDS FILE		15	A. ARRANGEMENT		5
B. FORMS VERIFICATION BY FOOD SERVICE OFFICER		15	B. DÉCOR		5
C. FOOD REQUISITION PROCEDURES		15	C. TEMPERATURE OF DINING ROOM AND KITCHEN AREA		5
D. DINING FACILITY ACCOUNT STATUS		15	D. SOUND LEVEL / ATMOSPHERE		5
E. PREPARATION/USE OF PRODUCTION SCHEDULE		15	9. CATEGORY RATING	0	20
F. SENSITIVE HIGH DOLLAR ITEM DISPOSITION		15	10. EQUIPMENT AND FACILITY (1-10/60)		
G. CONSOLIDATION POSTING OF HEADCOUNT DATA		15	A. OPERATING PROCEDURES		10
2. CATEGORY RATING	0	105	B. OPERATOR KNOWLEDGE OF EQUIPMENT		10
3. HEADCONT PROCEDURES (1-5/15)			C. USE AND MAINTENANCE OF EQUIPMENT		10
A. HEADCOUNT DUTIES		5	D. SAFETY PRACTICE		10
B. CASH COLLECTION SECURITY PROCEDURES		5	E. WORK ORDER SUBMISSION FOLLOW-UP		10
C. PROCEDURES FOR (SIK) PERSONNEL		5	F. PLANNING EQUIPMENT REPLACEMENT	0	10
3. CATEGORY RATING	0	15	10. CATEGORY RATING		60
4. RECEIPT STORAGE OPERATIONS (1-15/60)			11. FOOD PREPARATION AND QUALITY (1-10/200)		
A. AUTHORIZED RECEIVING PERSONNEL		15	A. EFFECTIVE MENU ADJUSTMENT		20
B. RECEIPT PROCEDURES		15	B. ADHERENCE TO PRODUCTION SCHEDULE AND SOP'S		20
C. STORAGE UTILIZATION OF STORAGE FACILITIES		15	C. ADHERENCE TO RECIPES		20
D. CODING DATING SYSTEM		15	D. ASSEMBLING/MEASURING/WEIGHING		20
4. CATEGORY RATING	0	60	E. PROGRESSIVE COOKING		20
5. APPROPRIATE FOOD SAFETY (1-15/90)			F. SALADS AND DRESSING/PASTRIES		20
A. PROPER THERMOMETERS ON HAND AND USED PROPERLY		15	G. STARCHES AND VEGETABLES		20
B. PERISHABLE SUBSISTENCE		15	H. PREPARATION OF LEFTOVERS		20
C. FOOD HANDLING PROCEDURES		15	I. PROPER SERVING TEMPERATURES		20
D. WARE WASHING DETERGENTS DISINFECTANTS		15	J. FOOD PALATABILITY		20
E. OVERALL DINING FACILITY SANITATION		15	11. CATEGORY RATING	0	200
F. INTEGRATED PEST MANAGEMENT		15			
5. CATEGORY RATING	0	90			
6. COMMAND SUPPORT (1-10/60)					
A. COMMAND INTEREST		10	SCORE OF CATEGORY 1	0	180
B. MATERIAL SUPPORT		10	SCORE OF CATEGORY 2	0	105
C. MANNING LEVEL		10	SCORE OF CATEGORY 3	0	15
D. RECOGNITION OF INDIVIDUALS		10	SCORE OF CATEGORY 4	0	60
E. COMMUNITY INTEREST		10	SCORE OF CATEGORY 5	0	90
F. SUBMITTING MACOM PACKAGES		10	SCORE OF CATEGORY 6	0	60
6. CATEGORY RATING	0	60	SCORE OF CATEGORY 7	0	30
7. APPEARANCE/ATTITUDE OF FOOD SERVICE PERSONNEL (1-10/30)			SCORE OF CATEGORY 8	0	180
A. APPEARANCE OF PERSONNEL		10	SCORE OF CATEGORY 9	0	20
B. ATTITUDE OF PERSONNEL		10	SCORE OF CATEGORY 10	0	60
C. WORK HABITS		10	SCORE OF CATEGORY 11	0	200
7. CATEGORY RATING	0	30			
				TOTAL SCORE	0 1000

**CONNELLY AWARDS PROGRAM  
RECAP OF EVALUATION SCORES  
GARRISON COMPETITION**

UNIT:  
DATE:

JUDGES:

CATEGORY	IFSEA MEMBER	USAQMC&S MEMBER	USAQMC&S MEMBER	CATEGORY TOTAL
1. Training and Management				
2. Dining Facility Administration				
3. Headcount Procedures				
4. Receipt & Storage Operations				
5. Food Safety				
6. Command Support				
7. Appearance/Attitude of Food Service Personnel				
8. Serving/Troop Acceptability				
9. Dining Area				
10. Equipment and Facilities				
11. Food Preparation and Quality				
<b><u>TOTALS</u></b>				

**SUBJECT: Field Category Evaluation Criteria Guidelines, Annual Philip A. Connelly Awards Program.**

**PURPOSE:** To establish a standard measurable criteria for the conduct of the DA evaluation, Philip A. Connelly Awards competition in active Army and Reserve Component field kitchen categories of competition.

**BACKGROUND:** The Philip A. Connelly Awards Program is designed to recognize excellence in Army food service; therefore, each competing unit should compete at its highest level of mission capability. The Army's field food service system is outlined in FM 10-23.

**SUBSISTENCE ACCOUNTABILITY:** Will be in accordance with AR 30-22 and FM 10-23.

Since they are deployed in time-phased increments, Light Units may not be at full field feeding capacity at initial deployment. Conversely, Heavy Units are deployed at full mission capability initially, to include personnel, equipment and rations. Since both light and heavy units may conceivably compete in the DA phase of the Connelly competition, and since these units could stimulate varying stages of deployment in their food service operation, it is necessary that standard measurable criteria be applied to ensure equitable evaluation of both type units.

The following scenario, requiring a full complement of personnel, equipment, and rations for purposes of Connelly evaluation, will accomplish the above.

**GUIDELINES:** Competing Active Army units must prepare and serve a breakfast and lunch meal during the Connelly evaluation. Both meals will consist of a UGR-A rations meal. All food will be prepared on site.

Reserve Component evaluation will consist of meals approved by USAR/ARNG HQ COM. Competing units will prepare and serve an A- or UGR-A rations meal. At a minimum when preparing -A rations meals will consist of the following: soup, salad, entrée, starch, vegetable, dessert, bread, hot and cold beverages. All food will be prepared on site.

**EVALUATORS' EXPANDED CHECKLIST**  
**PHILIP A. CONNELLY AWARDS FOR EXCELLENCE IN ARMY FOOD SERVICE**  
**FIELD KITCHEN COMPETITION**

**1. Training and Supervision**

a. Knowledge of Operational Procedures. All food service personnel should have a working knowledge of procedures to follow when the unit is alerted to move from garrison to a field location (IAW operation order or Letter of Instruction (LOI)).

b. Effective Use of Manpower. Full use should be made of all assigned personnel. A work schedule should be maintained and care should be exercised to ensure job rotation is practiced for training purposes and training is documented.

c. Adequacy of Supervision. Key personnel (food operations sergeant (FOS) and first cook) should be properly supervising and directing the cooks during all phases of field kitchen operations and should be available to answer questions and take any necessary corrective action or provide instruction as the need occurs.

d. Supervision During the Preparation. Supervise the preparation of all menu items listed on the Production Schedule.

e. Recommended Publications/Forms. All publications (TB's, FM's, TM's and AR's) required for the operation and maintenance of all field kitchen equipment should be on hand, to include vehicle-loading plan. All required forms for the operation of the field kitchen should be on hand.

f. Field Standing Operating Procedures (SOPs) in Use. Field SOPs for kitchen operations should be available and posted, and all food service personnel should be familiar with them. See FM 10-23.

g. Preparation of the Production Schedule. The Production Schedule should be properly prepared, posted, and completed after each meal. Further information on the preparation and use of the Production Schedule can be found in AR 30-22.

h. Cost Consciousness (Food/Energy Management). Care should be exercised to requisition and prepare only the quantities or type of food required for the immediate needs of the unit. Fuel and energy conservation should also be practiced.

i. Operators' Knowledge of TO&E Equipment. All food service personnel should know the operation of and the correct preventive maintenance checks and services of all field kitchen equipment and be able to provide the evaluator with the proper field manual for each, upon request.

**2. Accounting Procedures**

a. Headcount Orientation: Personnel performing the duties of headcounter should be properly briefed by the FOS/first cook on their duties. The written headcount instructions and SOP should contain, as a minimum, procedures for the proper identification of authorized diners, cash collection procedures, and the use of headcount forms. Illustrated sample copies of forms will be included in the SOP.

b. Procedures for Personnel Authorized Subsistence-in Kind. Personnel in this category must have proper identification in their possession. This identification must be shown to the headcounter as proof of entitlement.

c. Cash Collection/Payroll Deduction (PD) Security Procedures. The correct food cost should be collected from each diner required to reimburse the Government for each meal consumed. Procedures for payroll deduction should be clearly spelled out, understood by headcounters and enforced. The FOS or authorized representative must ensure headcount forms have been completed correctly and collect all funds and forms used and unused issued to the headcounter after the completion of each serving period.

d. Headcount. Procedures will be IAW AR 30-22 and DA Pam 30-22. In the event the unit is operating under conditions which make the collection of signatures impractical as determined by the unit Commander or Food Service Officer, are the correct headcount procedures being used?

### **3. Request, Receipt, and Storage of Rations**

a. Request and Receipt Procedures. Is an accurate count of all canned and boxed subsistence made at the time of receipt? Are discrepancies posted and initialed on the receiving document prior to it being signed?

b. Transportation and Storage Procedures. The vehicles used for transporting subsistence items to the unit should be clean and properly equipped to protect subsistence from the elements, insects, and other causes of contamination. Vehicles should not be used for transporting materials which could contaminate subsistence. It is essential that extra precautions be initiated to protect food items from contamination during storage at the field kitchen location. For additional information on request, receipt and storage of supplies, see FM 10-23, TB MED 530 and AR 30-22.

c. Request and Use of Portable Ice. Ice will be issued under the guidance of the Troop Issue Subsistence Activity (TISA) or other approved sources. Ice must be protected from contamination during transportation and storage. Ice used for chilling perishable foods will not be used for chilling Kool-Aid, etc.

d. Security Procedures (FM 10-23 and Unit RSOP). The enemy may try to contaminate or destroy supplies. Subsistence supplies should be protected to prevent loss from enemy action, pilferage or threat during receipt, storage, and abuse. For additional information on security measures, see FM 10-23.

### **4. Field Food Safety**

a. Water Purification Procedures. Water will be obtained from a source approved by medical authorities. Water obtained from an unapproved source (streams, lakes, etc.) will be disinfected, using procedures in FM 10-23 and FM 4-25-12 before being used for food preparation. Water conservation procedures for food preparation, cooking, and sanitation should be practiced. Field sanitation team should be trained to meet the requirements per AR 40-5, chapter 14.

b. Food Handling Procedures. Any subsistence, which is suspected of being contaminated or otherwise unfit for human consumption, must be inspected and approved by veterinary service personnel before it is used or disposed of. Proper food service field sanitation practices are especially important and must be practiced in food preparation areas at all times. Safe food handling procedures and practices are discussed in FM 10-23 and TB MED 530.

c. Food sanitation Center/Pot and Pan Wash Area. During field operations the Soldier will be using disposable eating ware. The procedures for the removal of edible garbage, trash and/or other kitchen waste will be in accordance with FM 10-23 or the unit field SOP. The procedures for cleaning and sanitizing of cooking and serving equipment will be in IAW FM 10-23 and TB MED 530. Food service disinfectants should be on hand and food service personnel should be familiar with their use.

d. Overall Field Kitchen Sanitation. Basic appearance of the kitchen area should be clean with cooking and serving equipment properly protected from the elements. Further information on field sanitation can be found in TB Med 530, Food Sanitation for the Supervisor; and FM 4-25-12, Unit Field Sanitation Team.

e. Pest Control (Field Sanitation Teams). The commander of each company, battery, or similar unit with a field mission will appoint on orders a field sanitation team consisting of at least two personnel, one of whom will be a noncommissioned officer. The team must be trained in basic sanitation techniques, individual protective measures, field kitchen sanitation, unit waste disposal, individual water purification procedures, and personal hygiene IAW AR 40-5. Additional Field Sanitation Team information can be found in FM 4-25-12, Unit Field Sanitation Team.

f. Handwashing Facilities. Handwashing devices should be located at appropriate places such as the bivouac area, outside the latrines, near the kitchen and dining area, and other locations as needed. See FM 10-23.

## **5. Command Support**

a. Command Interest. There should be an indication that the commander and/or his representative are assisting in and supporting the field kitchen operation. The commander is responsible for ensuring the highest standards of food service and food service sanitation are being maintained and ensuring that all suspense's for the Connelly packet are sent to Fort Lee on time.

b. Material Support. The authorized amount, availability, and condition of TOE equipment will generally indicate the degree of material support provided by the command.

c. Staffing Level: The unit should have a sufficient number of food service personnel assigned to accomplish its mission.

d. Recognition for Individuals. The command should have an energetic, ongoing program to provide personal recognition to deserving food service personnel.

e. Nomination of Command Finalists. Nomination of field kitchen finalists will be provided by the responsible command by letter to the Director, Army Center of Excellence, Subsistence. For further information see AR 30-22.

## **6. Appearance/Attitude of Food Service Personnel**

a. Appearance of Personnel. Each member of the food service staff should be in a complete, appropriate uniform, i.e., per unit RSOP or OPLAN. Individual Load Bearing Equipment (LBE) and weapons should be properly secured as prescribed in the unit LOI/SOP.

b. Attitude of Personnel. All food service personnel should display the proper attitude toward the preparation and serving of the meal, and each cook should have at least a basic understanding of his duties and responsibilities as a food service specialist. Servers should be pleasant and courteous to all diners. They should attempt to provide each diner with complete, personalized service, insofar as possible.

c. Work Habits. Individual duties and tasks should be performed in an orderly, logical manner. Cooks should clean as they go and leave equipment and work areas clean and ready for the next person.

## 7. Serving and Troop Acceptability

- a. Requisition, Accountability, and Use of Operational Ration (MRES, UGR-A and A-Rations). During field exercises, a ration mix of Meal, Ready-to-Eat (MRE), and A-Rations will normally be used during unit feeding. The Field Category Evaluation Criteria Guidelines provide guidance for the type of rations served. For additional information on the requisitioning and accounting procedures for subsistence and operational rations, see AR 30-22, and FM 10-23.
- b. Menu and Serving Line Components. The FOS and/or first cook should check the serving line prior to and during the meal to ensure that all food items listed on the Production Schedule for the meal are available and properly merchandised. Condiments offered should complement the meal served. Additional information on menu planning can be found in FM 10-23.
- c. Arrangement of Serving Line. Is the serving line properly arranged to expedite service? Information on the arrangement of the serving line can be found in FM 10-23. Are warmer adapters used to set up a hot line in lieu of serving out of insulated food containers?
- d. Serving Utensils. Appropriate/sufficient serving utensils should be on hand and in use.
- e. Eye Appeal and Garnishment. Eye appeal plays a large part in the overall food program and cannot be overlooked. Garnishment should be effective and should complement the food.
- f. Portion Control and Plate Waste. Portion control is an area of key importance in the field. Each server should know the correct portion sizes of food items. Portions served should be the same size as indicated on the recipe card or as annotated on the Production Schedule or less if the diner expresses a desire for a small portion.
- g. Replenishment of Serving Line. When serving at more than one location, this may not always be possible. If needed, are backup entrees available and comparable to the meal served? Are proper procedures for replenishing the serving line used IAW TB MED 530 and FM 10-23?
- h. Warming and Cooling Beverages. Based on unit mission and weather conditions, has the food service staff requested and provide soup, hot cocoa, coffee, or cold beverages as appropriate?
- i. Use of Insulated Dispensers/Food Containers. Are insulated food containers pre-heated/prechilled prior to use to ensure that foods are served at the proper serving temperature? Is the warming adapter on hand? Is it being utilized? All food containers should be labeled for easy identification IAW FM 10-23.
- j. Troop Acceptability (Pro/Con). Direct comments from diners will generally provide sufficient data to make a determination on the quality of the items served.

## 8. Field Kitchen Site Selection and Layout

- a. Security. In establishing the field kitchen, was maximum use of natural cover and concealment considered? These factors, combined with good defensive positions, noise and light discipline enhance the security of the kitchen site.
- b. Accessibility/Protection from Elements. Does the area provide for easy access and free movement of vehicles delivering subsistence and troops during meal hours? Is the site located so as to provide maximum protection from the elements?
- c. Field Kitchen Site Layout. Is the kitchen located on high and dry ground to ensure good drainage and at an adequate distance from latrines? Is the site layout IAW FM 10-23.

d. Troop Support/Traffic Flow. Does the field kitchen provide the best possible support to the troops, i.e., comfort, safety? Does the site layout provide for a smooth flow of traffic as depicted in FM 10-23?

## **9. Use and Maintenance of Equipment**

a. Proper Use and Maintenance of Equipment. Is the equipment used properly and being properly operated and maintained in accordance with the appropriate TMs and FMs?

b. Safety Practices. Are all personnel aware of and adhering to safety practices as outlined in AR 385-10, The Army Safety Program, unit SOPs, and appropriate TMs and FMs?

c. Scheduling of Maintenance. Has the unit established a program for scheduling Preventive Maintenance Checks and Services (PMCS) of equipment at both the field location and garrison area, and is the program adhered to and documented? Additional information on maintenance scheduling may be found in DA Pamphlet 738-750.

d. Adequacy of On-Hand Repair Parts. Does that unit have the authorized amount of repair parts for its field kitchen equipment on hand? If not, are missing parts on valid order with the unit PLL Clerk? (See Document Register)

## **10. Food Preparation and Quality**

a. Menu Adjustment/Nutrition Initiatives. The FOS should adjust the menu where possible to ensure only correct quantities of subsistence are prepared for the number of diners expected to subsist. Are food service personnel following the published menu? Are food service personnel arbitrarily changing the menu without command approval? In support of the Nutrition Program, installation training programs must be provided to assist food service personnel in the implementation of the nutrition standards.

b. Adherence to Production Schedule. Under field conditions, the need for a Production Schedule does not decrease. It is important that the food service personnel adhere to the posted preparation times or instruction on containers. For detailed instructions on the preparation of the Production Schedule, see AR 30-21.

c. Use of Appropriate Recipes (TM 10-412, SB 10-495, and SOPs). All menu items should be prepared in accordance with the appropriate recipes listed on the Production Schedule, instruction on the containers or unit SOP.

d. Meats and Sauces. They should be prepared as close to serving time as possible. An effort to maximize progressive cookery should be evident.

e. Starches and Vegetables. Starches and vegetables should be prepared as close to serving time as possible. An effort to maximize progressive cookery of these items should be evident.

f. Salads and Dressings. Salads should be varied to avoid monotony and the dressing prepared or served should complement the salads offered.

g. Breads, Quick Breads and Pastries. When possible, quick breads will be prepared to augment the meal. Pastries should be fresh and prepared in accordance with appropriate recipes. Pouch bread should be used to supplement UGR-A and MREs.

h. Beverage. Milk should be served chilled. Cold beverages should be served chilled. Hot beverages should be available at all meals. Hot soup will be available for the lunch meal.

i. Proper Serving Temperatures. The most difficult task in field feeding is maintaining proper serving temperatures of food. Hot foods should be served hot; cold food should be served cold.

j. Food Palatability. All food items offered to the diners should be well prepared and tasty and have good eye appeal. Care should be used in seasoning food to preclude over flavoring. Plate waste is a good indication of food palatability.

k. Progressive cookery should be used when possible during the preparation of the meal.

## REQUIRED PUBLICATIONS FOR FIELD KITCHEN OPERATIONS

AR 30-22	The Army Food Service Program
AR 600-38	Meal Card Management System
FM 10-23	Basic Doctrine for Army Field Feeding
FM 10-23-2	Tactics, Techniques and Procedures for Garrison Food Preparation and Class I Operations Management
FM 4-25-12	Unit Field Sanitation Team
TM 5-4540-202-12&P	Operator, Organization and Direct Support Manual - Immersion Heater w/Changes
TM 10-412	Armed Forces Recipe Service
TM 10-7360-204-13	Operator, Organization and Direct Support Maintenance Manual – M59 Field Range
TM 10-7360-206-13	Kitchen Field Trailer Mounted
TM 10-8340-205-23	Organization and DS Maintenance Repair Parts and Special Tool List Text
TM 10-8340-244-13&P	Tent Extendible, Modular
TB MED 530	Occupational and Environmental Health Food Service Sanitation

### Additional Publications

SOPs IAW/AR 30-22 and FM 10-23  
Loading Plans  
Hand Receipts  
TMs for all equipment

# FIELD CATEGORY COMPETITION CHECKLIST

This checklist is used to evaluate units at the DA level of competition. It contains ten major categories, with specific subsections to assist evaluators in all phases of the competition, however, the actual scoring method used during subordinates phases

<b>1. ORGANIZATION</b>			<b>2. JUDGE</b>	<b>3. DATE:</b>	
1. ADMINISTRATION/TRAINING SUPERVISION (1-10/90)			8. KITCHEN SITE SELECTION/LAYOUT (1-20/100)		
A. KNOWLEDGE OF OPERATING PROCEDURES		10	A. SECURITY		20
B. EFFECTIVE USE OF MANPOWER		10	B. PROTECTION FROM ELEMENTS/ACCESSIBILITY		20
C. ADEQUACY OF SUPERVISION		10	C. KITCHEN LOCATION/SITE SELECTION		20
D. SUPERVISION DURING PREPARATION/SERVING PERIOD		10	D. TROOP SUPPORT/TRAFFIC FLOW		20
E. REQUIRED PUBLICATIONS AND FORMS ON HAND		10	E. LOCATION OF WATER PURIFICATION BAG AND WATER TRAILER		20
F. FIELD SOP ON-HAND AND USED		10	<b>8. CATEGORY RATING</b>		100
G. PREPARATION/USE OF PRODUCTION SCHEDULE		10	9. USE AND MAINTENANCE OF EQUIPMENT (1-20/200)		
H. COST CONSCIOUSNESS/ENERGY CONSERVATION		10	A. PROPER USE AND MAINTENANCE		20
I. OPERATOR'S KNOWLEDGE OF EQUIPMENT		10	B. SAFETY PRACTICES		20
<b>1. CATEGORY RATING</b>		90	C. PREVENTIVE MAINTENANCE CHECKS AND SERVICES		20
2. ACCOUNTING PROCEDURES (1-10/40)			D. ADEQUACY OF ON-HAND PARTS		20
A. HEADCOUNT ORIENTATION		10	E. PROCUREMENT OF EQUIPMENT		20
B. HEADCOUNT PROCEDURES		10	<b>9. CATEGORY RATING</b>		100
C. CASH COLLECTION/PAYROLL DEDUCTION SECURITY		10	10. FOOD PREPARATION AND QUALITY (1-20/100)		
D. HEADCOUNT UNDER FIELD CONDITIONS		10	A. MENU ADJUSTMENT/NUTRITIONAL INITIATIVES		20
<b>2. CATEGORY RATING</b>		40	B. ADHERENCE TO PRODUCTION SCHEDULE		20
REQUEST/RECEIPT/STORAGE OF RATIONS (1-10/40)			C. USE OF APPROPRIATE RECIPES AND SOP'S		20
A. REQUISITION PROCEDURES		10	D. MEATS AND SAUCES		20
B. TRANSPORTING AND STORAGE PROCEDURES		10	E. STARCHES AND VEGETABLES		20
C. REQUEST AND USE OF POTABLE ICE		10	F. SALADS AND DRESSINGS		20
D. SECURITY PROCEDURES (FM 10-23 and Unit SOP)		10	G. QUICK BREADS AND PASTRIES		20
<b>3. CATEGORY RATING</b>		40	H. BEVERAGES AND SOUPS		20
4. FIELD FOOD SERVICE SANITATION (1-25/150)			I. PROPER SERVING TEMPERATURES		20
A. WATER PURIFICATION PEST CONTROL (FIELD SANITATION TEAM)		25	J. FOOD PALATABILITY		20
B. FOOD HANDLING PROCEDURES		25	<b>10. CATEGORY RATING</b>		200
C. SANITATION CENTER/POT & PAN WASH/MESS KIT LAUNDRY LINE		25			
D. OVERALL FIELD SANITATION AND HYGIENE		25			
E. FIELD SANITATION TEAM		25			
F. HAND WASHING FACILITIES		25			
<b>4. CATEGORY RATING</b>		150			
5. COMMAND SUPPORT (1-10/50)					
A. COMMAND INTEREST		10			
B. MATERIAL SUPPORT		10			
C. MANNING LEVEL		10			
D. RECOGNITION OF INDIVIDUALS		10			
E. SUBMITTING MACOM PACKAGES		10			
<b>5. CATEGORY RATING</b>		50	<b>RECAP OF CATEGORY SCORING</b>		
6. APPEARANCE/ATTITUDE OF FOOD SERVICE PERSONNEL (1-10/30)			SCORE OF CATEGORY 1		90
A. APPEARANCE OF PERSONNEL		10	SCORE OF CATEGORY 2		40
B. ATTITUDE/COURTESY		10	SCORE OF CATEGORY 3		40
C. WORKS HABITS		10	SCORE OF CATEGORY 4		150
<b>6. CATEGORY RATING</b>		30	SCORE OF CATEGORY 5		50
7. SERVING TROOP ACCEPTABILITY (1-20/200)			SCORE OF CATEGORY 6		30
A. USE OF OPERATIONAL RATIONS		20	SCORE OF CATEGORY 7		200
B. MENU AND SERVING LINES COMPONENTS		20	SCORE OF CATEGORY 8		100
C. ARRANGEMENT OF SERVING LINES		20	SCORE OF CATEGORY 9		100
D. APPROPRIATE/SUFFICIENT SERVING UTENSILS ON HAND/IN USE		20	SCORE OF CATEGORY 10		200
E. EYE APPEAL		20			
F. PORTION CONTROL/PLATE WASTE		20	<b>TOTAL SCORE</b>		1000
G. REPLENISHMENT OF SERVING LINES		20			
H. USE OF WARMING AND COOLING BEVERAGES		20			
I. USE OF INSULATED FOOD CONTAINERS		20			
J. TROOP ACCEPTABILITY		20			
<b>7. CATEGORY RATING</b>		200			

<b>CONNELLY AWARDS PROGRAM</b> <b>RECAP OF EVALUATION SCORES</b> <b>FIELD COMPETITION</b>				
UNIT:		JUDGES:		
DATE:				
CATEGORY	IFSEA MEMBER	USAQMC&S MEMBER	USAQMC&S MEMBER	CATEGORY TOTAL
1. Administrative, Training & Supervision				
2. Accounting Procedures				
3. Request/Receipt/Storage of Rations				
4. Field Food Service Sanitation/Safety				
5. Command Support				
6. Appearance/Attitude of Food Service Personnel				
7. Serving/Troop Acceptability				
8. Kitchen Site Selection/Layout				
9. Use and Maintenance of Equipment				
10. Food Preparation and Quality				
<b><u>TOTALS</u></b>				

**PHILIP A. CONNELLY PROGRAM MEDIA COVERAGE  
NEWS MEDIA ORGANIZATIONS AND/OR PUBLIC AFFAIRS OFFICES**

Unit Designation: \_\_\_\_\_

NAME OF REPORTER: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

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